



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Board of Fire Commissioners Meeting Minutes

DRAFT

December 12, 2024

5:00 pm

Pledge of Allegiance

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Commissioner Paul Messner at 5:00 pm. Facebook Live was available for this meeting.

Commissioners and Staff Present

Commissioners Paul Messner, Cheryl Engle, Steve Hutchinson, Fire Chief Jerry Helm, Division Chief James Meek, and Finance Officer Cathy Niiro

Consensus Approval of the Agenda

Commissioner Messner received consensus approval of the agenda.

Input from the Public

None.

Approval of Previous Minutes

Commissioner Hutchinson moved to approve and Commissioner Engle seconded approval of the minutes for the Regular Board Meeting on November 14, 2024.

Action: Approved Unanimously.

Approval of Vouchers

M&O Vouchers #241201001-241203003	\$81,887.45
WA State Dept of Retirement EFT	\$23,934.08
Payroll – Direct Deposit	\$105,633.84
IRS EFTPS EFT	\$19,714.15
Capital Bond Vouchers #241202001	\$41,461.93
Total	\$272,631.45

Commissioner Hutchinson moved to approve and Commissioner Engle seconded approval of the vouchers.

Action: Approved Unanimously.

Chief's Report

Chief Jerry Helm and Division Chief James Meek shared with the Fire Commissioners the Chief's Report as of December 12, 2024.

Finance Officer's Report

Finance Officer Cathy Niiro shared the Budget Position for December 12, 2024.

ICOM Board Report

Commissioner Engle, gave a brief report from the November ICOM Board meeting. ICOM is pursuing a 2/10 of 1% sales tax for funding their services on the April 2025 ballot.

New Business

1. Motion was made to approve by Commissioner Engle and seconded by Commissioner Hutchinson Purchase Order 20-2024-002 to Seawestern for PPE Equipment in the amount of \$14,276.74

Action: Approved Unanimously.

2. Motion was made to approve by Commissioner Hutchinson and seconded by Commissioner Engle Fire District 5 Central Whidbey Fire & Rescue Contact Sheet and Signature Form for 2025 required from the Island County Auditors Office.

Action: Approved Unanimously.

3. Motion was made to approve by Commissioner Engle and seconded by Commissioner Hutchinson the Appendix E- MOU (48/96) Trial Work Schedule between IAFF 4299 and CWIFR dated December 12, 2024.

Action: Approved Unanimously.

4. The Internal Fiscal Audit and Oversight was completed by Commissioner Hutchinson on November 25, 2024

Old Business

The board entered into an Executive Session at 5:40 pm for 20 minutes to review personnel matters in accordance with RCW 42.30.110(1)(f). The board returned out of executive session at 6:00 pm and approved another 20 minutes for more discussion.

RCW 42.30.110(1)(f) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in

a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

The following except from the Central Whidbey Island Fire & Rescue Board of Fire Commissioners Policy Manual explains the process used for an executive session:

An executive session is a portion of a meeting of the Board of Fire Commissioners that is closed, or limited to members of the Board and other people whose presence is necessary to conduct the business at hand. The Board's use of an executive session is limited to a narrow set of specific circumstances. In order to qualify for an executive section its purpose must meet one of the provisions of RCW 42.30.

In convening an Executive Session, the Chairperson announces:

- *That the Board is going into executive session*
- *The statutory reason for the Executive session*
- *That the public is excluded and that they should leave the room*
- *The time that the Executive session will be concluded (and the public may reenter the room)*
- *If Board action is expected following the Executive Session*

An Executive Session may be extended to a stated later time by announcement of the presiding officer or his/her designee to those waiting outside the meeting room to reenter at its conclusion. Under no circumstance shall the Board ever take any action during an executive session; Board action may only occur during its meetings open to the public.

The board came out of Executive Session at 6:20 pm with no decision being made.

Good of the Order

January 24, 2025	Recognition Banquet, Oak Harbor Yacht Club
March 5-7, 2025	Northwest Leadership Seminar, Holiday Inn, Portland, OR Commissioners Engle, Hutchinson and Messner
October 22-25, 2025	2025 WFCM Conference, The Tulalip Resort, Tulalip, Commissioners Engle, Hutchinson and Messner, Fire Chief Helm and Board Secretary Niiro

Next Regular Meeting

January 9, 2025

Time: 5:00 pm

Location: Station 53, 1164 Race Rd., Coupeville WA

There being no further business, Commissioner Engle adjourned the meeting at 6:25 pm.

Submitted, **Cathy Niiro, Secretary**